



CITY OF HOUSTON

Job Posting

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Applications accepted from: ALL PERSONS INTERESTED

Job Classification SENIOR ACCOUNTANT
Posting Number PN# 106793
Department Public Works & Engineering Department
Division Resource Management Division
Section Fiscal Services Section
Reporting Location 611 Walker St*
Workdays & Hours M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs a variety of complex professional accounting activities under minimum supervision. Plans and carries out broad assignments with responsibilities for recommending changes in accounting methods and procedures. Prepares financial statements and schedules for management and auditors, and issues payments on contracts for Houston Area Water Corporation. Prepares work papers and schedules and analyzes reports, charts and graphs for management. Monitors and reviews all entries into the W.A.T.E.R. fund account. Reconciles reports against City financial records, makes changes and/or adjustments to reports if necessary, notifies supervisor of changes as required. Leads and provides guidance on improvements to internal control and managerial reporting. Reviews month-to-date cash transactions for accuracy. Balances accounts to appropriate funds, reconciles and/or makes corrections, transfers money between funds. Complies with federal, state, and local laws and legislation including Government Accounting Standard Board (GASB) rules on accounting practices; justifies and reports any departures from these standards in agency financial statements. Reviews and monitors transactions into City financial management system. Leads and provides guidance to accountants and accounting clerks. Assists with special accounting projects as required.

WORKING CONDITIONS

This position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's Degree in Accounting, Business Administration or a closely related field such as Finance, with a minimum of 18 hours in Accounting.

MINIMUM EXPERIENCE REQUIREMENTS

Three (3) years of experience in professional accounting are required.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES

Strong background in accounting and analysis and municipal accounting procedures. Excellent computer skills with proficiency in spreadsheets and working knowledge of databases, preferably Microsoft Office.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 20
\$1,151 - \$1,574 Biweekly \$29,926 - \$40,924 Annually

OPENING DATE

September 21, 2005

CLOSING DATE

September 27, 2005

APPLICATION PROCEDURES

Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1ST Floor. The Telephone Device for the Deaf (TDD) phone number is (713) 837-9471. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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